



GUIDELINES FOR REPORTING ALL-CARGO DATA

I. DEADLINES AND GENERAL INFORMATION

- Calendar year 2004 all-cargo data should be received no later than **March 31, 2005**.
- Data may be submitted quarterly or annually.
- All-cargo information is available online at: www.faa.gov/arp/planning/stats/
- Hard (paper) and soft (diskettes/CDs) submissions may be mailed to:
Titan Corporation
Advanced Products and Design Division
Attention: ACAIS
1900 Campus Commons Drive
Suite 400
Reston, VA 20191-1535
- Electronic data may also be emailed to Sharon.Glasgow@faa.gov. The email should clearly identify the airport, the name, address, and telephone number of the authorized airport person submitting the data, and whether it is an annual or quarterly submission. (See Section IV)

II. COMMON REPORTING PROBLEMS TO AVOID

- Including data from previous quarter (i.e., when reporting 2nd quarter data do not lump the 1st quarter data in with the data for the 2nd quarter).
- Submitting more than one file for a quarter without indicating which file is the official submission.
- Submitting a revised version for a previous quarter without indicating what was modified.
- Submitting different landed weights than shown on standard list (Enclosure 2). Aircraft identification determines weight.
- Diskette or CD is blank or damaged.
- Format is not usable (i.e., unknown source/format).
- Missing or incorrect Air Carrier Identification information.
- Missing or incorrect Aircraft Identification information.
- Submitting data for carriers that are not all-cargo carriers (i.e., passenger carriers).
- Submitting data that are not relevant or consolidated in the format specified.
- Submitting electronic information for two airports in one file.

III. REPORTING REQUIREMENTS

- An airport may report all-cargo data using either the FAA Form 5100-108, a substitute carrier form, or electronically using the format specified in Section IV of this document.

- If reporting data using the FAA Form 5100-108, All-Cargo Carrier Activity Report, please send one form per carrier, per month.
- If substituting a cargo carrier form that is being used nationwide (such as Federal Express or Emery Worldwide) then the form must be signed by the authorized airport representative
- Do not send duplicate or conflicting data. If a change needs to be made to previous reports sent, clearly mark the form and the correction as a 'Revision' and/or state the correction in a letter.
- Each line or row of data submitted must include the information listed below:

LOCID	Location Identifier of the Airport reporting all-cargo data. Refer to Enclosure 4.
CARCD	Carrier code of the carrier performing all-cargo landings. Refer to Enclosure 3.
CARRIER_NAME	The full name of the carrier performing all-cargo landings. Refer to Enclosure 3.
AC_MODEL	Aircraft Model name (i.e. B-747-200A). Refer to Enclosure 2.
AC_ID	Aircraft identifier code. Refer to Enclosure 2.
AC_LANDED_WEIGHT	Official certified maximum gross landed weight of the aircraft. Refer to Enclosure 2.
YEAR	Calendar Year of the all-cargo landing.
MONTH	Calendar Month of the all-cargo landing.
LANDINGS	Number of Landings for the reporting month/year performed on that aircraft by the specified carrier at the specified airport.

- If reporting data for more than one airport, please provide separate reports/files for each airport.
- The listing of *Aircraft Landed Weight by Manufacturer and Model* (Enclosure 2) should be used when compiling all-cargo data. This list has been developed for reporting all-cargo data to the FAA and should not be construed as a comprehensive or official aircraft list. Aircraft in operation that are not shown on the listing may be verified with the National Planning Division at (202) 267-8739.
 - If the aircraft Manufacturer and Model matches the one provided on this list, but the 'Aircraft Landed Weight' differs by a number equal to or less than 10 percent, then report it as stated on the list. However, if the difference is greater than 10% and the aircraft landed frequently, please verify with the National Planning Division.
- The listing of *Cargo Carriers* (Enclosure 3) should be used when compiling all-cargo data. Other air carriers such as scheduled airlines, commuter, or air taxi operators should NOT be included unless they operate aircraft dedicated to the transportation of cargo only. Foreign air carriers who meet all of the cargo criteria provided herein are also eligible for inclusion. Air carriers that are providing all cargo service but are not shown on the listing may be verified with the National Planning Division at (202) 267-8739.
- Data submissions must be accompanied by a statement from the airport certifying, under penalty of perjury, that the all-cargo data provided is true, correct and complete to the best of their knowledge, information and belief. The certification represents that your files, records, documents, and data have not been manipulated or falsified in an effort to receive a more favorable allocation of AIP funds. A false, fictitious, or fraudulent certification may be subject to criminal and/or civil prosecution, as well as appropriate administrative action.

IV. ELECTRONIC REPORTING FORMAT

- Electronic data reported must be submitted by an authorized airport representative and may be sent via a diskette or as an attachment to an email. A statement from the authorized airport representative certifying, under penalty of perjury, that the all-cargo data is true, correct and complete to the best of their knowledge, information and belief must be submitted with the data.
- The file should be labeled with the airport location identifier, the quarter, calendar year of the reporting period and the format of the file enclosed.
- Electronic data should be submitted using one of the following three formats:
 - Excel (.xls) file
 - Comma Separated Value (.csv)
 - ASCII Text (.txt)
- Sample Excel (.xls) or Comma Separated Value (.csv) File

LOC ID	CARCD	CARRIER NAME	AC- MODEL	AC_ID	AC- LANDED- WEIGHT	YEAR	MONTH	# LANDINGS
XYZ	GB	ABX AIR (AIRBORNE EXPRESS)	DC-8-61	361	240000	2000	1	27
XYZ	GB	ABX AIR (AIRBORNE EXPRESS)	DC-8-61	361	240000	2000	2	26
XYZ	AMF	AMERIFLIGHT	LR-35A	377	15300	2000	1	68
XYZ	AMF	AMERIFLIGHT	LR-35A	377	15300	2000	2	66
XYZ	AMF	AMERIFLIGHT	LR-35A	377	15300	2000	3	73
XYZ	DHL	DHL AIRWAYS	B-727-200A	371	154500	2000	2	2
XYZ	DHL	DHL AIRWAYS	B-727-200A	371	154500	2000	3	7

- If using a database or spreadsheet application (other than Excel), use the 'Save As' or 'Export' capability to create either a .csv or .txt file. When saving/exporting a file, select either the 'Delimited' or 'Fixed Width' button, depending on your preference. Please specify the method used when submitting the information.
 1. Saving/Exporting a file as Delimited is a simpler process. Click the 'Delimited' button and select either 'comma' or 'tab' delimiters to separate fields.
 2. To save/export a file as Fixed click on the 'Fixed Width' button. Then, press 'Next' and define the width of each column by using the chart below:

Field Name	Size	Column Position Start	Column Position End
LOCID	5 characters long	1	5
CARCD	4 characters long	6	9
CARRIER_NAME	20 characters long	10	29
AC_MODEL	11 characters long	30	40
AC_ID	3 characters long	41	43
AC_LANDED_WEIGHT	6 characters long	44	49
YEAR	4 characters long	50	53
MONTH	2 characters long	54	55
LANDINGS	4 characters long	56	59

- Sample ASCII Text (.txt) file is as follows:

XYZ	AA	AMERICAN AIRLINES	B-727-200A	371	154500	2000	10	3
XYZ	AA	AMERICAN AIRLINES	MD-88	360	130000	2000	10	362
XYZ	CO	CONTINENTAL AIRLINES	B-727-200A	371	154500	2000	11	13
XYZ	CO	CONTINENTAL AIRLINES	B-737-300	339	114000	2000	9	178
XYZ	CO	CONTINENTAL AIRLINES	B-737-100	173	99000	2000	5	3
XYZ	CO	CONTINENTAL AIRLINES	DC-9-31A	150	99000	2000	5	2
XYZ	CO	CONTINENTAL AIRLINES	B-737-100	173	99000	2000	5	1
XYZ	CO	CONTINENTAL AIRLINES	B-727-200A	371	154500	2000	6	55
XYZ	CO	CONTINENTAL AIRLINES	B727 100/20	395	150000	2000	6	36

V. DEFINITIONS

- Aircraft Landed Weight - The weight of an aircraft providing scheduled and nonscheduled service of only property (including mail) in intrastate, interstate, and foreign air transportation. For cargo service apportionment purposes, the aircraft landed weight is the certificated maximum gross landed weight of the aircraft type as specified by the aircraft manufacturer.
- All-Cargo Aircraft - Any aircraft specially designed, manufactured, and/or modified to be used solely for transportation of property (i.e., cargo, mail, and/or freight). Aircraft operations of revenue passengers and cargo are excluded from the all-cargo category. Aircraft with permanently installed passenger facilities (such as seats, overhead bins, interior decor, etc.) for scheduled and nonscheduled passenger flights are also excluded from the cargo category.
- ASCII Text File - A data file that contains the standard ASCII character set (no formatting characters or software specific characters) and can be directly read or printed without utilizing a software tool (such as dBase or Excel, or Lotus 1-2-3, etc.) to convert the data to readable format (see Section IV).
- Cargo Service Airport - An airport that is served by all-cargo aircraft in scheduled and nonscheduled service providing air transportation of only property, including mail, with an aggregate landed weight in excess of 100 million pounds.
- FAA Form 5100-108 (All-Cargo Carrier Activity Report) - Form used to report all-cargo data to the FAA to distribute federal Airport Improvement Program cargo entitlement funds.
- Number of Revenue Landings - Landings performed by the cargo carrier in revenue producing or commercial operations only. It excludes landings in all non-revenue, training, or practice flights.